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## Undergraduate Medical Education Committee (UMEC)

### Approved

December 15, 2023

1:00 – 3:00 PM

Meeting took place via Zoom

**Attendees:** Chris Naugler (Chair), Adam Bass, Alam Randhawa, Carol Hutchison, Marcy Mintz (Guest), Jason Kreutz, Clark Svrcek, Dan Zuege, Kevin Busche, Janeve Desy, Naminder Sandhu, Taj Jadavji, Mike Paget, Vak Joe, Sarah Weeks, Donna Slater, Shiva Ivaturi, Kim Meyers, Dan Miller, Shannon Leskosky, Amy Bromley (Guest), Sharon Litton (Admin)

**Regrets:** Kerri Martin, Adrian Harvey, Martina Kelly

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### 1. Call to Order

The UMEC meeting took place via Zoom and was called to order @ 1:04pm by Dr. Kevin Busche, co-chair, until Dr. Naugler joined at approx. 1:25pm.

### 2. Consent Agenda – Approved

Additional item to New Business: Clerkship Selectives: K. Busche & M. Paget  
Approval of Minutes from September 15, 2023 - Approved

### New Business

- **Curriculum Committee TOR approval** – Sarah Weeks presented the Terms of Reference on behalf of Adrian Harvey. The reason for the committee was pointed out, which is that it has been shown that there is a lack of oversight when there are curricular changes needed. Therefore this committee will be overseeing minor curricular changes recommended and ensure several factors about the changes are going to be made. Adrian Harvey will be the Chair of the committee as he is currently the Assistant Dean of Program Evaluation. The committee will report to UMEC and also provide reports to RPCC, and Clerkship. Adrian is working on a standard operating procedure for the committee, such as an intake form and how communication will flow between communities. Discussion and clarification regarding EDI members and other roles on the committee took place.

**Motion:** Dr. Weeks made the motion to have the TOR approved as presented and previously circulated. Votes were presented via direct chat to Sharon Litton: approved.

- **Big 10 Objectives Sub-Committee:** The report was previously circulated to the UMEC Committee and Dr. Naugler supplied a summary. The sub-committee was created from questions and concerns that SEC provided and wanted revised. The revisions were made with a main goal to keep this at 10 objectives. The main revision was regarding number 10, which was given to Dr. Crowshoe, Assistant Dean of Indigenous Health and Holly Logan, Manager of Indigenous Health. They gave feedback and suggested wording for this objective, which was greatly appreciated by the sub-committee. The complete list of objectives will be taken back to SEC for final approval and Chris will ensure SEC is aware of the discussion regarding inclusivity and race.

**Motion:** Chris Naugler motioned that UMEC accept the Big 10 report provided by the UMEC sub-committee. Seconded by Clark Svrcek. Votes were tallied by Sharon Litton via zoom chat: Approved.

- **Clerkship Selectives:** Mike Paget and Kevin Busche reported on a proposal change for selectives (now an official calendar entry). Mike Paget provided a PowerPoint presentation which included in summary:
  - Clerkship selectives is a four week rotation based course that provides clerks an opportunity to choose from a list of clinical departments including but not limited to: Radiology, Pathology, Oncology, Neurology, as well as others. Assessment is by an ITER.
  - The idea is to go outside the Internal Medicine, Surgery and Pediatrics rotations and take advantage of other clinical capacity availability.
  - Next steps are to get some capacity promises for the upcoming clerkship lottery, which will occur in June or July 2024.
  - Staffing at both the administrative and faculty level considerations.

There is 2 weeks from OBGYN that will be used and also 2 weeks that will be opened up due to RIME covering the CEL and ICP content. The next step is look at capacity within individual programs and present it back to UMEC once details have been completed and it has been finalized as a clerkship rotation.

- **Standing Items:**

**3.1 Pre-Clerkship Committee:** Sarah Weeks presented the Preclerkship update. Sarah reminded the committee that there is two Preclerkship committees running; PCC for the Class of 2025 and RPCC for RIME. The 2025s are currently writing their OSCE then on January 15<sup>th</sup> starting Clerkship. The Class of 2026 are almost finished Block 1 and their OSCE is next week. A thank you to Murray Lee, the director for Block 1, was given. There has been an increase in shadowing with more diversity to disciplines and also positive feedback with the knowledge level of students and the development of enhanced self learning skills. Block 2 director, Theresa Wu is working hard to be prepared for small groups, tutorial and incorporating feedback to move forward.

**3.2 Clerkship Committee:** Kevin Busche reported that the 2024s are in the midst of the CaRMS cycle and have submitted all documents needed for the interviews and Match process. The Class of 2025 start clerkship in January with a mandatory block. The Clerkship lottery worked well, and all the students got

their first 2 choices. The AFMC portal for electives crashed twice now, so eluding to the old process of emailing requests. Clerkship for 2025 will be slightly different as OBGYN is being decreased from 6 weeks to 4 weeks, which is at the request of their group in order to provide teachers. The extra 2 weeks for this one year has been given over to electives.

**3.3 Student Evaluation Committee:** Janeve Desy reported that the committee met on November 20<sup>th</sup> and there wasn't any new policies or procedures voted on. There is though a new portal for faculty members to advertise research projects where students could help out on. This will be distributed soon through the department heads. The first competency committee meeting since the start of RIME will be in January. The Midpoint Competency Committee recently met, just after the MSPR cut-off date and EPA numbers were agreed upon and communicated to the students.

**3.4 Student Reports: Class of 2024 – no representation**

**3.5 Student Reports: Class of 2025-** Jason Kreutz reported on behalf of the Class of 2025. The students are finishing up their OSCE today. Jason mentioned the previous situation Dr. Busche previously discussed, regarding the AFMC portal for electives. Jason noted the students are looking forward to a break and revisiting this in January and using emails or some alternative means of booking electives. The Western Dean Conference has brought updates of peer teaching, and the different years of medical students. The Flex Day policy is being looked at to adjust the days due to the increased class of 2025. Dr. Busche assured Jason that the Flex Day policy is currently being adjusted and will be updated shortly.

**3.6 Student Reports: Class of 2026 –** Shiva Ivaturi and Alam Randhawa reported on behalf of the Class of 2026. Shiva discussed that the class is feeling really comfortable sending out One45 EPAs now since the academic clarification session that Dr. Desy and Dr. Bendiak held for them. Students are still questioning ITERs and what they are and how to send. OSCE for the class is next week and their information session was very helpful in preparing for this. There have been some questions regarding preceptors that do not fill out the EPAs or ITERs and what to do if this doesn't happen. Dr. Desy mentioned that if the students do not get a response, then to contact the UME office for direction and help in completion of the EPAs and ITERs.

**3.7 Accreditation Update**

Dr. Marcy Mintz reported on accreditation updates. Marcy met with the Class of 2026 regarding accreditation in order to update and recruit students for input. The schedule for January 24 and 25<sup>th</sup> accreditation has been sent and the material will be distributed closer to those dates. The independent student analysis has been distributed to all students for review and for comment on by the class presidents. If anyone on the committee would like to see the ISA then email Marcy and she will share the details. A few flagged elements

from the medical school self study are: diversity programs and partnerships, anti-discrimination policy, learning environment, student mistreatment, financial resources, pressure for self-financing, student lounge, storage space, call rooms, clinical translational, scientific methods, and some curricular design review revision (due to RIME). Also, monitoring time spent in educational and clinical activities, student health and patient safety, and student health and disability insurance. Chris Naugler thanked Marcy and Gretchen Greer for their hard work and dedication. Marcy mentioned that the Class of 2026 will need to provide more students for accreditation in the new year, so there will be lots of opportunity to have input.

**3.8 Associate Dean's Report:** Chris Naugler noted that this was his last UMEC meeting as there will be a new Associate Dean for the March meeting. He thanked the committee for their time and support.

Meeting was adjourned at 2:35pm.